

Radio Shack

TRS-80

COLOR
COMPUTER

CAT. NO. 26-3255

SCRIPTSIT™



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Color Disk SCRIPSIT™

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FORT WORTH, TEXAS 76102

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10 9 8 7 6 5

Table of Contents

Introduction	1
Features	2
Required Equipment	2
Optional Equipment	2
Setting Up	3
Clear Memory	5
Edit Text	7
Moving the Cursor	11
Formatting Text	12
Starting a New Paragraph	12
Setting Tabs	12
Changing the Line Alignment	12
Deleting Text	16
Deleting a Character	16
Deleting a Word	16
Inserting Text	17
Inserting New Text	17
Working with Blocks of Text	20
Deleting a Block of Text	20
Moving a Block of Text	20
Copying a Block of Text	21
Finding and Replacing Text	22
Finding a String of Characters	22
Changing a String of Characters	23
Hyphenation	25
Headings and Footers	27
No Heading	27
Three Simple Headings	28
A Simple Footer	29
Page Numbers	29
Using Only Footers	29
Change Standards	33
Text Width	33
Margin Size	34
Hyphenation Minimum	34

Lines per Page	34
1st Page Number	35
Print Spacing	35
Print Baud Rate	35
All Capitals	36
Graphic Display	36
Print Controls	36
 Save Text	 39
Save to Disk	39
Save to Tape	41
 Load Text	 43
Load from Disk	43
Load from Tape	45
 Print	 47
Printing Directly to the Printer	47
Printing to Disk (Spool file)	48
Adding to Spool file	50
Printing from Disk to Printer	51
 Loading a Spool File	 53
 Sample Session	 57
 Return to BASIC	 63
Run a Program	63
Start Clock Display	64
Display Free Space Map	64
Copy a File	64
 Using Color SCRIPSIT with BASIC	 67
Sending Data to BASIC	67
Loading Data from BASIC	67
Proportional Printing	67
 Appendix 1—Formatting and Backing Up Disks	 69
Single-Drive Systems	69
Multi-Drive Systems	71
 Appendix 2—Key Summary	 73

Introduction

Color SCRIPSIT™ will turn your Color Computer and television into a sophisticated word processor. Once you use Color SCRIPSIT, you'll never go back to your old portable typewriter again. Those messy correction fluids and papers are no longer necessary. Now, you can make error corrections and editing changes automatically.

Text can be displayed in both upper and lower case to make editing easier. In addition, you can change the format of a document quickly and easily. You can make margins wider or narrower, center lines, or change the spacing between lines. With just a few simple keystrokes, you control how your document will look when it's printed. You can even print a document while editing another. One very important feature is the ability to save text on disk (or tape) for later use.

Use Color SCRIPSIT for letters, reports, homework—whatever you can think of. You'll soon find that you're saving not only paper but a lot of valuable time.

Features

- View text in either of two graphic display options: one for both upper and lower case to make editing easier, the other for upper case only to increase the amount of memory.
- Overtyping for easy error correction.
- Delete or insert words and entire blocks of text.
- Copy or move text from one location to another.
- Hyphenate to make line widths uniform.
- Insert headings, footers, and page numbers automatically.
- Save text for later use.
- Prepare form letters, invoices, etc. to combine with personalized information to avoid constant retyping.
- Center lines or justify lines (to the left or right).
- Format easily to change margins, line spacing, line width and lines per page.
- Find and/or replace text.
- Print all or only part of a document.
- Print a document while simultaneously editing another.
- Use with the cartridge version of Color SCRIPSIT.
- Use with Color BASIC programs.

Required Equipment

TRS-80 Color Computer with 16K or 32K memory (with extended Color BASIC)

Disk Interface and Drive

Optional Equipment

Radio Shack Line Printer VII or VIII (or an appropriate serial printer)

Additional Drives

Tape Recorder

Setting Up

First make sure that the disk system is properly connected to the computer. (If you are going to be using a printer, connect it to the computer now.) Turn on the TV. Next, turn on the computer and disk drives. The screen should show:

```
DISK EXTENDED COLOR BASIC v.r.  
COPYRIGHT (C) 1981 BY TANDY  
UNDER LICENSE FROM MICROSOFT
```

OK

(v. specifies the version and r. specifies the release.) If you do not see this copyright message, press the Reset button. If the message still does not appear on the screen, turn off the computer, check your connections, and power up again.

Before using Color SCRIPSIT, make a Backup copy of the program disk. Refer to Appendix 1 for detailed Format and Backup instructions. The original program disk should only be used to make Backups. Use these Backups in day-to-day operations.

Load the Backup copy in Drive 0 and close the drive door. Type: /. In a few seconds, you will see SCRIP at the upper left-hand corner of the screen. As the program is being loaded, the red light on the drive door will flash on and off. The screen will soon show the program title and Main Menu, listing eight different operations.

```
*****  
*          C O L O R   D I S K          *  
*          S C R I P S I T   1 . 3      *  
*          COPYRIGHT 1982                *  
*          ROBERT G. KILGUS              *  
*          *                             *  
*          LICENSED TO TANDY CORP.        *  
*          *                             *  
*****
```

- 1 CLEAR MEMORY
- 2 EDIT TEXT
- 3 SAVE TEXT
- 4 LOAD TEXT
- 5 PRINT
- 6 & 7 CHANGE STANDARDS
- 8 RETURN TO BASIC (EXIT PROGRAM)
- (SELECT 1-8)

Setting Up (continued)

Adjust the color and tint controls on your TV, so that the letters in the title box are yellow on a red background. The colors on the bottom of the screen should be reversed, with red letters against a yellow background.

Here is a brief description of each operation. A detailed explanation of each operation and the various methods and options you can use follows.

Clear Memory—Erases all current text.

Edit Text—Used to type or edit a document.

Save Text—Saves the text in memory to disk or tape.

Load Text—Loads a file from disk or tape, back into memory.

Print—Prints the text (in memory) to a serial printer or to disk. After printing a file to disk, you can print a document from disk to printer and at the same time, edit another document.

Change Standards—Change any of the standards which effect how your text is printed (and in some cases, looks on the screen).

Return to BASIC—Exits the Color SCRIPSIT program and returns to BASIC, allowing you to remove your disk(s).

After typing, you can return to the Main Menu without losing text. (The text is temporarily stored in the computer's memory.) If you choose Operation #2, to edit, the document reappears on the screen. If you turn off the computer or use Operations #1 or #8 (and have not saved the text to disk), the text is lost.

After you have saved and/or printed files to disk, be sure to check how much available disk space there is before starting a new document. (See "Display Free Space Map" on page 64.) If there is not enough space left on the disk to save or print to disk (spool) the text currently in memory, you will have to save or print the text to a formatted disk in Drive 1. If you only have one drive, you can save the text to tape.

Note: The Color SCRIPSIT disk must be in Drive 0 at all times when you are using the program. When you are finished using the program, use Operation #8 (RETURN TO BASIC) before removing the disk.

Remove the program disk (or any other disks) before turning off the computer or disk system. Otherwise, the disk may be rendered useless.

Clear Memory

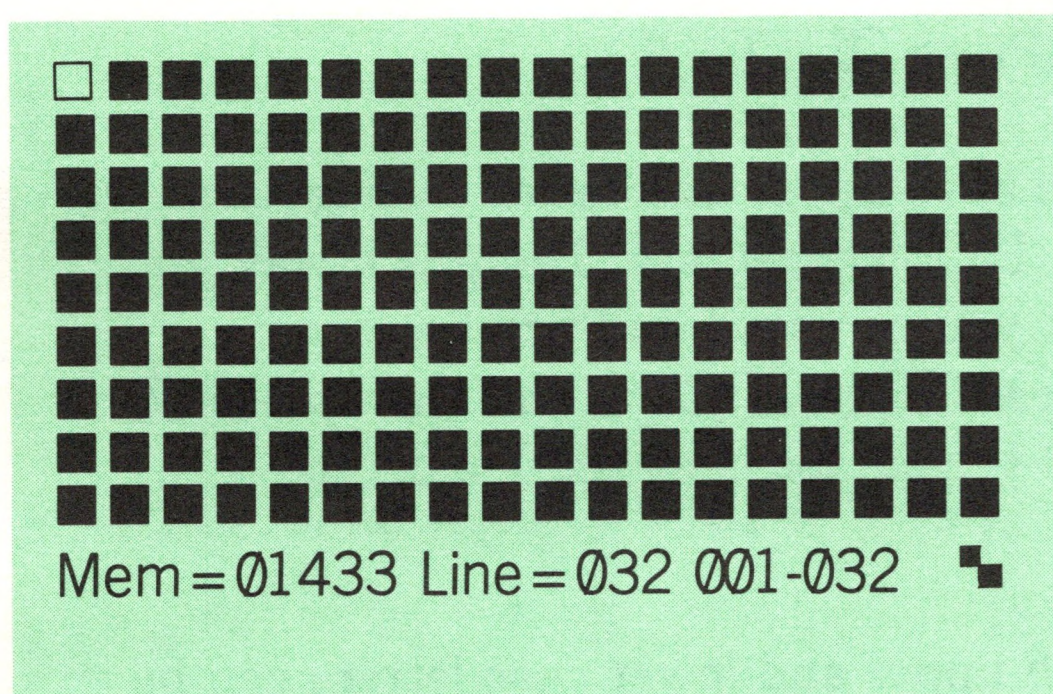
Use this operation when you want to start typing a new document. The old text that was on the screen and temporarily stored in the computer's memory is erased. If you do not clear the memory, any text that is loaded from disk is added after the end of the text that is currently in memory.

Press **(1)** at the Main Menu. The message, ABOUT TO ERASE ALL TEXT! appears on the screen. Next, press **(ENTER)** to erase the text stored in memory. If you selected 1 at the Main Menu by mistake, press **(BREAK)** to avoid deleting the text. In either case, the Main Menu reappears.

Edit Text

There are 25 functions which make typing and editing text much easier. You can move, copy, delete, and insert text with Color SCRIPSIT. The computer can find and replace text for you. You can also set tabs and line alignment to suit your needs. Finally, there is a special feature where the computer finds words that can be hyphenated to make the text more compact.

Before we get into the editing features, you need to know the differences of how text looks on the screen and how it will look when it's printed. Press **(2)** at the Main Menu for EDIT TEXT. The background should be green and the screen should be covered with black squares except for a flashing green square in the upper left-hand corner. The flashing square, called a cursor is where a typed character is displayed. At the bottom of the screen you see the status line.



The first item in the status line, Mem=01433 tells you how much room you have in memory to store text when using a 16K Color Computer. When using a 32K Color Computer, the amount of memory is 17,817. Each document can contain up to 1433 characters (17,817 characters for a 32K computer). This number decreases as you type.

The second item in the status line, Line=032 tells you how wide each line is. The line width is currently set at 32 columns, which is also the width of the screen. You can change this value to any number from 32 to 132, depending upon the paper size and printer you are using. (See "Text Width" on page 33.)

The last set of numbers in the status line, 001-032 shows which columns of your document are visible on the screen. When lines are more than 32 columns wide, refer to these numbers to see the first and last columns being displayed.

The symbol at the end of the status line shows whether you are typing all upper case letters or both upper and lower case letters. To type using all capitals, press **(SHIFT)** and without releasing **(SHIFT)**, press **(0)**. Notice how the checkerboard changes to a solid line.

- Upper and Lower case
- ALL CAPITALS

Edit Text (continued)

Press **SHIFT** **0** again, to type using both upper and lower case letters.
Press the **SHIFT** key to type a capital letter as you would on a typewriter.

When you type a letter, the flashing cursor moves one space to the right. If a word won't fit at the end of a line, the entire word wraps-around and moves to the start of the next line.

For practice, type the following sentence.

This is text in both UPPER and
lower case letters.

(Press **ENTER**.)

Now, press **SHIFT** **0** to type only capital letters and then type this sentence:

THIS IS ALL UPPER CASE.

(Press **ENTER**.)

Press **SHIFT** **0** again so you can type both upper and lower case letters. Note that the memory has been reduced to 1358 characters. There is a way you can increase the amount of memory so that you can save and print a larger document. To return to the Main Menu, press **BREAK** **1** and then press **6** for CHANGE STANDARDS. Press **↓** until the cursor is at the Y next to GRAPHIC DISPLAY.

When the graphic display is turned on, both upper and lower case letters can be displayed on the screen. However, the graphic display feature takes up almost 7200 bytes (characters) of memory. Press **N** to turn off the graphic display and then press **ENTER**. When the Main Menu reappears, press **2** for EDIT TEXT. The sentences you just typed now look like this:

THIS IS TEXT IN BOTH UPPER AND
LOWER CASE LETTERS.
THIS IS ALL UPPER CASE.

Notice that the memory has increased and now you can type 8538 additional characters. Only capital letters are displayed on the screen when the graphic display is turned off. However, you can distinguish between lower and upper case characters by the colors of the letters on the screen. Capital letters are light green against a dark green background. Lower case letters are dark green on a light green background.


Note: The memory will vary whenever you change a standard. Therefore, the memory figures used throughout this manual are approximations and are only intended to give you a rough idea of the amount of memory.


If you are using only capital letters with the graphic display turned off, all spaces and non-letter characters are light green on a dark green background. To

make the text easier to read, press **BREAK** and without releasing **BREAK**, press **2**. Now, look at the second sentence.

THIS IS ALL UPPER CASE.

BREAK 2 only effects the way letters are displayed on the screen—letters will be printed the way you typed them originally. Press **BREAK 2** again so that the letters will be displayed as they were typed originally. The letters M and L in the words, MEM and LINE in the status line also indicate how upper case letters are shown on the screen.

MEM LINE  Upper and Lower Case

MEM LINE  Upper Case Only

The black and white checkboard is the symbol for upper and lower case when the graphic display is turned off. Press **SHIFT 0** to see the symbol for upper case only.

To turn the graphic display back on, press **BREAK 1**. At the Main Menu, press **6**. Press the key until the cursor is on the N by GRAPHIC DISPLAY. Now press **Y** to turn on the graphic display and press **ENTER**.

If the line width is greater than 32, the line shifts to the left when you reach the 33rd column. The column numbers change to indicate what part of your text is visible. After you reach the end of a line, the cursor moves to column 1 of the next line and the character in column 1 of the previous line is visible.

The screen can display up to 15 lines. When you reach the end of the 14th line, the text scrolls up and you can not see the first line. Don't worry—the first line is stored in the computer's memory. If you press **SHIFT ↑** together, the first line reappears.

When you are finished typing or editing a document, press **BREAK 1** to return to the Main Menu.

You are now ready to learn about the special functions which save time when you are typing or editing text. These functions are performed by using the four arrow keys, **ENTER**, **CLEAR**, **SHIFT**, **BREAK**, and all of the keys on the top row of the keyboard with the **BREAK** key.

Whenever you see a two-key instruction (e.g., **BREAK 2**, **BREAK 1**, **SHIFT ↑**), press and hold the first key down, while pressing the second key. For a quick summary of these functions and which key (or keys) to use, turn to Appendix 2.



Edit Text (continued)



Note: At times you may notice a slight hesitation when you are typing or using an editing function (inserting, moving a block of text, etc.). You can type up to 32 keystrokes “ahead” of the program and these keystrokes which are in memory will soon be executed. The characters you typed will soon be displayed and/or the editing functions will soon be performed.


Moving the Cursor




You can move the cursor up and down and to the right or left by using the four arrow keys. (The arrow keys only work if there is text on the screen.) The cursor moves over the text without erasing any characters. (The space bar also moves the cursor one space to the right but erases the character that was under the cursor. If you press the space bar at the first character of a line within a sentence, the character at the cursor position will be erased and the remainder of the line will shift left one character.) If you make a mistake, use the arrow keys to move the cursor to the desired place and simply type over the error.



Press an arrow key once to move the cursor one space. Hold down the key to keep the cursor moving. (The cursor may temporarily disappear. It reappears when you release the key.)


At the start of a line, the  key moves the cursor to the end of the previous line. At the end of a line, the  key moves the cursor to the start of the next line. You can not move the cursor more than one column past the last character of your text.

If your text is longer than 14 lines and the previous line is not visible, the text scrolls down when you press the  key from the top of the screen. If the cursor is already on the first line of text, the cursor moves to the beginning of the line when you press .

The text scrolls up when you press the  key from the bottom of the screen, if your text is longer than 14 lines and the next line is not on the screen. The cursor will not move past the last line of text.

The **SHIFT**  key can be used with the arrow keys to move the cursor quickly to a specific location. Press **SHIFT**  to move the cursor to the start of text. The first 15 lines of the document will be visible. Press **SHIFT**  to move the cursor to the end of text. The cursor will be at the first column available for typing. The last two or three lines of text will be shown for reference at the top of the screen.

The **SHIFT**  keys act like the Tab key on a typewriter. If tabs are set (see "Setting Tabs" on page 12), the cursor moves to the next tab setting. If no tabs are set, the cursor stops at the end of the line. At the end of text, **SHIFT**  inserts spaces until the cursor gets to a tab setting or the end of the line.

The **SHIFT**  keys act like a back-tab. If tabs are set, the cursor moves to the previous tab setting. If no tabs are set, the cursor moves to the beginning of the line.

Formatting Text

You control how text will be printed and how it will appear on the screen. You specify where lines will end and where a new paragraph will begin. Tabs can be set and line alignments can be changed.

Starting a New Paragraph

If you press **ENTER** after the last sentence in a paragraph, the rest of the line will turn green and will look like spaces. (You cannot arrow past the place where you pressed **ENTER**.) After you press **ENTER**, the cursor will move to the start of the next line. You can use the **ENTER** key whenever you want to end a line and start typing on a new line.

Start new "block" paragraphs by pressing **ENTER** twice. Start indented paragraphs, by first pressing **ENTER**, then pressing the space bar four or five times. (Or simply press **SHIFT** **→** if tabs are set.)

You should not type on or to the right of the place where you pressed **ENTER**. **ENTER** is an actual character which will be replaced by the character you type. Any text following the **ENTER** character will move up.

Setting Tabs

To set a tab before typing any text, first, press **SHIFT** **→**. This fills the line with green spaces so that you can move the cursor. Next, press **SHIFT** **←** to move the cursor to the start of the line. Move the cursor to the place where you want a tab setting and press **BREAK** **5**. A black square is erased above the status line and a blank square shows where the tab is set. To delete a tab, move the cursor to the tab setting and press **BREAK** **5** again. (The black square reappears.)

You can set as many tabs as you want. You can move the cursor to any column over existing text and press **BREAK** **5** to set a tab. If tabs are set, only 14 lines are visible on the screen. (The tab settings are shown on the 15th line.) Remember to press **SHIFT** **→** to tab and **SHIFT** **←** to back-tab.

Changing the Line Alignment

You can align lines to the left or to the right, or you can center lines. Line Printers VII and VIII can elongate (stretch-out) text for emphasis. The Line Printer VIII can also underline titles, heading, or regular text.

If you are using a printer other than the Line Printer VIII, turn to page 36 and read the section, "Print Controls." Since you will be printing some examples in this section, you must first change the print controls to the appropriate values for your printer.

Type the following sentences and press **ENTER** twice after each period.

This is an example of a
sentence which is aligned to
the left.

This is an example of a
sentence which is aligned to
the right.

This is an example of a
sentence which is centered.

First, move the cursor to any space on the line where you want the realignment to begin. (The alignment of the line the cursor is on and all lines below will change.) For our example, move the cursor to the space between the words This and is in the first sentence. Next, press **BREAK** **6**. The screen shows:


```
ALIGNMENT:      1
1 FLUSH LEFT
2 FLUSH RIGHT
3 CENTERED
4 START UNDERLINE
5 END UNDERLINE
6 START ELONGATION
7 END ELONGATION
```


The lines are currently set to be flush left, so that the first character of all lines is even on the left side of the screen. Type **1** and press **ENTER** to keep the present alignment. (Pressing Enter alone will cause an error message.) Note the alignment symbol in the space where the cursor was before you pressed **BREAK** **6**.


To change the alignment of the second sentence, move the cursor to the space after the word This in the second sentence. Press **BREAK** **6** again. Type **2** and press **ENTER** to align lines to the right. Note the new alignment symbol. All lines below the line containing the cursor are also aligned to the right.

Move the cursor after the word This in the third sentence. Press **BREAK** **6**. Type **3** and press **ENTER** to center this example.

The examples should now look like this:

This  is an example of a sentence which is aligned to the left.

This  is an example of a sentence which is aligned to the right.

This is an example  of a sentence which is centered.

To change the alignment back to the last alignment used, move the cursor to the alignment symbol and press the space bar. That alignment symbol disappears and the text is aligned according to the last alignment format.

When text is printed, the alignment symbol is treated as a space. If there are no spaces in the text, the Flush Left symbol should be placed after the last character (at the right side of the line). The symbols for Flush Right and Centered should be inserted before the first character (at the left side of the line.)


Now, type the following sentences and press **ENTER** twice after each period. (The sentences will be centered.) If you are using a Line Printer VII (or a printer that cannot underline), don't type the last sentence.

You can also elongate for special emphasis.

Use underlining for emphasis.

First, move the cursor after the word **You** and press **BREAK** **6**. To change the alignment back to flush left, type **1** and press **ENTER**. The text reappears and both examples after the third sentence are aligned to the left.

To elongate, move the cursor to the space preceding the first character you want elongated. For our example, move the cursor to the space before the word **elongate** and press **BREAK** **6**. Type **6** and press **ENTER**. Note that the word **elongate** is stretched out to fill the entire line and that the word **for** wraps-around to the beginning of the next line.

Move the cursor to the space after the last character you want elongated. For our example, move the cursor to the last **e** in **elongate** and press  once. Press **BREAK** **6**. Type **7** and press **ENTER**. The characters following the End Elongation symbol will be displayed in the normal fashion.

Note: In most cases, you should have the End Elongation symbol on the same line as the Start Elongation symbol. Only the characters after the Start Elongation symbol on the same line will be displayed on the screen elongated. However, if you do not include an End Elongation symbol, all lines after the Start Elongation symbol will be printed elongated and will be twice as wide as the previous lines.

To underline, move the cursor to the space preceding the first character you want underlined. For our example, move the cursor before the word underlining and press **(BREAK)(6)**. Next, type **(4)** and press **(ENTER)**. The symbol you see tells the printer to start underlining at the next character. (Underlining will not be displayed on the screen.)

Now, move the cursor to the space after the last character you want underlined. For our example, move the cursor to the space after the word underlining and press **(BREAK)(6)**. Then type **(5)** and press **(ENTER)**. Another symbol will appear which tells the printer to stop underlining.

These two sentences should now look like this:

You **■** can also **■** e l o n g a t e **■**
for special emphasis.

Use **■** underlining **■** for emphasis.

Move the cursor to the first line of the elongation example. Press **(BREAK)(4)** to print the first line. Hold down both keys to print the rest of the sentence and the last sentence. (To print an entire document, see the section, "Print" on page 47.)

To delete Underline and Elongation sybols, move the cursor to the symbol and press the space bar.

Deleting Text

You can delete a letter, space, word, or a block of text. These methods of deletion erase a character or group of characters without leaving any gaps. (The characters to the right of the deleted text shift to the left.) See “Working with Blocks of Text” on page 20 for how to delete a block of text.

Deleting a Character

Press **CLEAR** to delete the character under the cursor. The rest of your text automatically shifts to the left while the cursor stays in the same column. For example, type this sentence:

This is an example of how to
delerte a character.

(Press **ENTER**.)

To erase the *r* in the word *delerte*, move the cursor to the *r*. Press the **CLEAR** key. The *r* is erased and the cursor is on the *t*. The rest of the sentence shifts one space to the left, so that no further adjustments are needed. If there is enough room, the first word of the next line shifts up to the end of the line.

The space bar also deletes the character under the cursor, but replaces it with a blank space. The cursor moves one column to the right and the rest of the text is unaffected.

Deleting a Word

To delete a word, move the cursor to the space preceding the word you wish to delete. Press **SHIFT****CLEAR**. The space and word are deleted and the rest of the text shifts to the left. For example, type this sentence:

This example shows shows how to
delete a word.

(Press **ENTER**.)

Move the cursor to the space after the word *example*. Next, press **SHIFT****CLEAR**. The sentence now looks like this:

This example shows how to
delete a word.

(Press **ENTER**.)

Notice how the rest of the line shifted to the left and that the cursor is still on the space after *example*. The cursor stops at the first space or punctuation mark following a word. For example, if you deleted word in the sentence above, the cursor would be over the period.

Inserting Text

You can type text in the middle of old text, move a block of existing text from one location to another (while deleting it from the old location), or copy a block of text. See pages 20 and 21 on how to move and copy a block of text.

Inserting New Text

To type new text in the middle of old text, move the cursor to the place where you want to begin inserting. Press **BREAK** **3**. The line "opens up" and the text that followed the cursor shifts down to the next line. You can type a letter, word, or as much you want. Press **CLEAR** when you have finished inserting the new text. The rest of the text moves up to where the cursor was when you pressed **CLEAR**.

For example, set a tab at column 5 and type the following sentence:

This is example showing how to insert text.


(Press **ENTER**.)


Now, move the cursor to the first e in example. When you press **BREAK** **3**, the sentence looks like this:

This is ☐ example showing how to insert text.

Type an and press the space bar once. When you press **CLEAR** to close up the text, the sentence looks like this:

This is an example showing
how to insert text.

Note: Inserting text is sometimes much slower than typing at the end of text. If you want to insert more than a few words, press **SHIFT**  to move the cursor to the end of text. Type whatever you need to insert and then move this block of text to the desired location. (See “Moving a Block of Text” on page 20.)

The arrow keys and tabs work differently when you're inserting text. The  key deletes text as the cursor moves to the left. This allows you to delete mistakes while you are typing or inserting text. For example, type the following sentence:

This is an an example
showing how to delete text.

(Press **ENTER**.)

Edit Text (continued)

Move the cursor to the space between the words an and an. When you press **BREAK** **3**, the sentence looks like this:

This is an ☐ ■■■■■■■■■■■■
an example showing how to
delete text.

Press **←** three times to delete the extra an and the space between the words is and an. When you press **CLEAR**, the sentence looks like this:

This is an example showing
how to delete text.

Each time the **→** key is pressed, the cursor moves to the right and the first character below the opened-up line shifts up. For example, type the following sentence.

This is an example showing
how the right arrow key works
when inserting text.

(Press **ENTER**.)

Move the cursor to the T in This and press **BREAK** **3**. The sentence looks like this:

☐ ■■■■■■■■■■■■
This is an example showing how
the right arrow key works when
inserting text.

Now, press the **→** key five times. Notice how the characters shift up and that the text remains unchanged. The sentence now looks like this:

This ☐ ■■■■■■■■■■■■
is an example showing how the
right arrow key works when
inserting text.

If you press **CLEAR**, the sentence looks the same as you originally typed it.)

The **SHIFT** and **→** keys, act like a tab if there is a tab setting. (If no tabs are set, **SHIFT** **→** inserts spaces until the cursor reaches the end of a line.) The **SHIFT** **→** keys make inserting items in tables, listings or outlines much easier. For example, set a tab at column 20 and type the following list:

Adams, John
Evans, Elaine

SHIFT **→**
SHIFT **→**

111-1111
000-0000

ENTER
ENTER

To insert a name and telephone number in this list, move the cursor to the E in Evans and press **BREAK** **3**. Type the name Clark, Susan and press **SHIFT** **→** to tab over to column 20. Now, type **5** **5** **5** **-** **5** **5** **5** **5** for the telephone number and press **ENTER**. After the cursor has moved to the next line, press **CLEAR** to close up the text.

The **SHIFT** **←** keys act like a back-tab, if there is a tab setting. (If no tabs are set, **SHIFT** **←** moves the cursor until it reaches the start of a line. The back-tab does not insert spaces nor does it decrease memory.) Delete the tab setting at column 20 and type the following sentence.

This is an example showing
how the left arrow and SHIFT
keys work when inserting text.

ENTER

Next, move the cursor to the space after the word SHIFT. Press **BREAK** **3** and then press the **SHIFT** and **←** keys. The sentence looks like this:

This is an example showing
how
the left arrow and SHIFT keys
work when inserting text.

Note that the amount of memory was not effected. If you press **CLEAR**, the sentence looks the same as you originally typed it.

While inserting text, you can use the arrow and tab keys to delete or skip over letters. For example, type the following sentence.

While inserting text, you can
errase mistakes or move the
cursor over text that has been
typed corectly.

ENTER

Move the cursor to the beginning of the sentence. Press **BREAK** **3**. Next, press the **SHIFT** **→** keys to indent the sentence. Hold down the **→** key until the letters err in the word errase shift up. (Don't hold down **→** too long or the cursor will go past this point without you knowing it.) Press **←** once to delete the extra r. Hold down the **→** key until the cursor has moved over the letters cor in the word corectly. Type r to make the word read correctly. Press **CLEAR** to close up the sentence.

Working with Blocks of Text

You can delete, insert, and copy blocks of text. A block of text can be any amount of text you want: a sentence, paragraph, group of paragraphs, etc. When using all three functions, you first define the block by marking the beginning and end of the block. These block operations are much faster than using the methods for deleting and inserting characters and words, if a large amount of text is involved.

Deleting a Block of Text

To delete a block of text, move the cursor to the beginning of the block that you want to delete. Press **BREAK** **9**. The message:

mark block end (clear to quit)

flashes above the status line. (Press **CLEAR** if you've changed your mind and don't want to delete text.) Move the cursor to the end of the block.

Press **BREAK** **9** again. The message:

mark "where to" (clear to quit)

flashes on the bottom of the screen and the block disappears. Although the block is not on the screen, the block is still in the computer's memory. Press **CLEAR** to erase the block from memory. (Notice that the amount of memory shown in the status line increases.)

Note: The cursor must be over a character (or a space) to mark the end of the block. If you press **SHIFT** **↓** to move the cursor to the end of text, the cursor stops at the column after the last character typed. (The place where you could start typing new text.) If you press **BREAK** **9** to mark the end of the block, the message at-end not allowed flashes on the bottom of the screen. Press the **←** key once to move the cursor over the last character of the text block. Then, press **BREAK** **9**.

If there is text following the block you delete, that text moves up to where the original block was. The cursor is over the first character (either a space or a letter) of the next line following the deleted block.

Moving a Block of Text

To move a block of text from one location in your document to another, mark the beginning and end of the block by pressing **BREAK** **9**. (Press **CLEAR** if

you've changed your mind and don't want to move text.) The message:

mark "where to" (clear to quit)

appears on the bottom of the screen and the block disappears.

Now, move the cursor to the new location where you want to insert the block of text. Press **BREAK** **9**. The block is inserted in the new location. The cursor is at the first character of the next line following the inserted block.

Copying a Block of Text

You can make a "photo copy" of a text block and insert the copy wherever you want. The block of text is inserted at the desired location, and also remains at its original location. First, move the cursor to the beginning of the block you want to copy. Press **BREAK** **:**. The message:

mark block end (clear to quit)

flashes above the status line. (Press **CLEAR** if you've changed your mind and don't want to copy the text.) Move the cursor to the end of the block. Press **BREAK** **:** again. The message:

mark "where to" (clear to quit)

appears on the bottom of the screen.

Now, move the cursor to the new location where you want the block of text to be inserted. Press **BREAK** **:**. The block is inserted in the new location without deleting it at its old location. The cursor is at the first character of the next line following the copied block.

If there is not enough memory to copy the entire block, the message not enough memory will flash at the bottom of the screen when you try to mark the end of the block. The computer will stop the copy operation and the cursor will remain over the character where you tried to mark the end of the block.

Note: You can use the Find operation (described in the next section) to find the end of paragraphs. Often, this is a much faster way to move the cursor to the end of the block than using the **↓** key.

Finding and Replacing Text

You can search for a string of characters (letters, symbols, or numbers) and then change that string to something else. The characters to the right of the original string shift to the left or right to accommodate the new string.

Finding a String of Characters

First, move the cursor to the point in your document where you want the search to begin. (Since this is usually the start of text, press **SHIFT** **↑**.) Next, press **BREAK** **7**. A new screen appears and the cursor is at the point where you can type the string of characters that you want to find.

Next, type the string of characters (up to 31 characters) that you want to find and press **ENTER** twice. Only capital letters are displayed during the Find/Change operation. However, you can distinguish between lower and upper case by the colors of the letters on the screen. Capital letters are yellow on a red background. Lower case letters are red on a yellow background. If you make a mistake in typing, use the **←** key. It deletes characters as it moves the cursor to the left.

If you type using all lower case letters, a match is found even if one or more characters of the string in the text is capitalized. If you type any letter as a capital, a match is found only if that letter is capitalized in your document.

You can also find alignment symbols (the little squares that indicate how the text is aligned). After you press **BREAK** **7**, press **BREAK** **6**. Next, type the alignment number. Remember:

- 1** is Flush Left
- 2** is Flush Right
- 3** is Centered
- 4** is Start Underline
- 5** is End Underline
- 6** is Start Elongation
- 7** is End Elongation

After the alignment symbol appears, press **ENTER**.

The text reappears and the computer finds the first match. The cursor is at the first character of the string (or at the alignment symbol) you typed.

Notice the instruction line at the bottom of the screen.

BRK=STOP ENT=SKIP 1=CHG 9=CHGALL

Press **BREAK** if you want to stop the search at this point. The screen returns to its original green color with the text displayed as originally typed. The cursor stays at the first character of the string the computer found.

Press **ENTER** to search for the next occurrence. (Do not press 1 or 9. These options are used only when you are changing a string.) After the last match is found, the cursor moves to the end of text and the screen changes back to green.

Note: To scan a document (or to find the end of paragraphs to mark the end of a block), press **ENTER** twice at the Find/Change screen. When the text reappears, the cursor will be at the end of the first paragraph. Press **ENTER** until the cursor is at the desired location of the document and then press **BREAK**.

Changing a String of Characters

Replacing a string of characters with a new string is similar to finding a string. The computer first finds the string and then you are prompted as to whether you want to replace this particular occurrence of the string.

First, move the cursor to the point in your document where you want the Find/Change process to begin. (If you wish to begin at the start of text, press **SHIFT** **↑**.) Next, press **BREAK** **7**. A new screen appears and the cursor flashes at the point where you can type the string of characters that you want to find.

Type the string of characters (up to 31 characters) that you want to find and press **ENTER**. (The **←** key deletes characters as it moves the cursor to the left.) Next, type the string you want to replace the Find string with and press **ENTER**. Remember that the screen changes so that capital letters are yellow on a red background. Lower case letters are red on a yellow background.

The text reappears and the computer finds the first match. The cursor is at the first character of the Find string. Note the instruction line at the bottom of the screen.

Press **BREAK** if you do not want to continue. The cursor remains at its present location and the instruction line disappears. The screen changes to green and the text is displayed as you originally typed it.

Press **ENTER** if you do not want to change this occurrence of the Find string. The cursor moves to the next occurrence of the Find string.

Press **(1)** to change the string. The Find string is replaced with the Change string and the cursor moves to the next match. Press **(1)** again if you want to change this occurrence or press **(ENTER)** to skip to the next match. After the last match has been found, the cursor moves to the end of text and the screen changes to green with the text displayed in both upper and lowercase (if you typed it that way originally).

To change all occurrences of the Find string, press **(9)**. (After you've pressed **(9)**, you can press **(BREAK)** if you change your mind. The computer finds the next match but does not replace the string.) After the last Find string has been changed, the cursor moves to the end of text and the screen changes back to green with the text displayed as originally typed. (You can press **(9)** at any point during the Find/Change process to change all remaining occurrences.)

As an example of the Find/Change function, type this sentence:

This function will find and
change a string of characters
automatically for you.

(ENTER)

First, press the **(↑)** key to move the cursor to the beginning of this example. Next, press **(BREAK)** **(7)**. For the Find string, type **(F)** **(I)** **(N)** **(D)** and press **(ENTER)**. For the Change string, type **(S)** **(E)** **(A)** **(R)** **(C)** **(H)** **()** **(F)** **(O)** **(R)** and press **(ENTER)**.

The text reappears and the cursor moves to the F in FIND. Press **(1)** to replace FIND with SEARCH FOR. The screen changes to its original green color. The computer automatically adjusts the rest of the sentence, so that it looks like this:

This function will search for
and change a string of
characters automatically for
you.

The cursor moves to the end of text (the next line) where you can start typing again.

Hyphenation

Color SCRIPSIT will find words in your document that can be hyphenated. Hyphenation reduces the amount of blank space at the end of lines. Before using this function, be sure you set the line width to the number of characters you want to appear on each line. (See "Text Width" on page 33.)

First, move the cursor to the point in your document where you want to start hyphenating words. (Press **SHIFT** **↑** to move the cursor to the start of text.) Next, press **BREAK** **8**. The cursor moves to the first word that can be hyphenated. (If there are no words that can be hyphenated, the cursor will move to the end of text.) The instruction line:

brk=stop ent=skip ← or "-"

appears at the bottom of the screen.

The letters to the left of the cursor (followed by a hyphen) can fit at the end of the previous line. If the cursor is over a letter that is the first letter of a syllable, press the **-** key. The letters to the left of the cursor shift up to the end of the previous line and a hyphen appears as the last character on the line.

Press **BREAK** to stop the hyphenating process. If you don't want to hyphenate the word (or the cursor moves to a one syllable word), press the **ENTER** key. The cursor moves to the next word that can be hyphenated. Press **←** to move the cursor over a letter that is the first letter of a syllable and then, press the **-** key.

As an example of the hyphenation function, type the following text:

This editing function will
locate words that can be
hyphenated. Use this function
to reduce the amount of blank
space at the end of lines.

ENTER

When you press **BREAK** **8** the cursor moves to the a in locate. Since you want a hyphen between the o and c, press the **←** key once. Next, press the **-** key. The characters, lo- shift up to the end of the first line.

Now, the cursor is over the t in hyphenated. Press **←** once to move the cursor over the a. When you press **-**, a hyphen appears at the end of the second line.

Finally, the cursor moves to the u in reduce. Press **←** once to move the cursor over the d and then press **-**. The cursor moves to the end of text (the next line) where you can start typing again.

The computer will find words that can be hyphenated if at least three characters fit on the previous line. You can change this value to two or any number greater than two. (See "Hyphenation Minimum" on page 34.)

You can also insert hyphens wherever you want without the computer looking for possible hyphenation points for you. Simply, move the cursor over the first character that should follow the hyphen. Next, press **BREAK** **-**. The hyphen is inserted and the characters following the cursor shift to the right.

Use the **BREAK** **8** method of hyphenation if you are hyphenating a large block of text. The computer checks how much extra space there is at the end of the lines for you and locates words that you may want to hyphenate. Use the **BREAK** **-** method if you want to determine by yourself where you want to hyphenate.

In Color SCRIPSIT, a hyphen is a completely different character than a dash. A hyphen is displayed and printed, only if it occurs at the end of a line. It is inserted by using the **BREAK** **8** or **BREAK** **-** methods of hyphenating. A dash is a character that is always displayed and printed, no matter where it is on a line. It is typed by simply pressing the **-** key. For example, for the term "double-spacing," you would use a dash because it is standard punctuation for compound words.

In the example above, when you hyphenated the words locate and hyphenated, the line width was set at 32. If you change the line width to 40 (see page 33), the hyphens are not displayed (or printed) because those two words do not fall at the end of a line. (The hyphens will reappear if you change the line width back to 32.) You can only see these "hidden" hyphens if you move the cursor over them.

Even though you can not see a "hidden" hyphen, it takes up one character of valuable memory space. To delete an invisible hyphen yourself, you would first have to locate it (by moving the cursor over it) and then press the **CLEAR** key to erase it.

Instead of this hit-or-miss method, let the computer do the hard work for you. First, press **SHIFT** **↑** to move the cursor to the start of text. Next, press **BREAK** **7** to make the computer find the hidden hyphens for you. Press **BREAK** **-** for the Find string. The square that appears is the symbol for a hyphen. Press **ENTER** twice. The text reappears and you can delete all the hyphens (by pressing **9**) or delete only those that appear in the middle of lines (by pressing **1** at the desired occurrence). The program will find only the hyphens, not the dashes.

Headings and Footers

You can use headings and footers to make any document look more professional. Headings, which appear at the top of the page and footers, which are printed at the bottom of the page can be text (letter or chapter headings, titles, etc.) or numbers (dates, page numbers, etc.).

In each of the following examples, three pages will be printed. First, press **(6)** at the Main Menu for Change Standards. Press **(↓)** three times to move the cursor to LINES PER PAGE. Type: **(1)(1)** and press **(ENTER)**. With only 11 lines per page, all three pages in each example will be printed on only half of a sheet of paper.

No Heading

Press **(1)** at the Main Menu and then press **(ENTER)** to clear memory. Press **(2)** at the Main Menu and then type:

(S)(1)(ENTER)
(S)(2)(ENTER)

Repeat this procedure until you've typed **(S)(2)(4)**. See Example A on page 30 to see what the screen should look like after entering the 24 lines.

Now, press **(BREAK)(1)** to return to the Main Menu and then, press **(5)** to print this example. Make sure the printer is ready and the paper is properly aligned. Press **(1)** at the Print Menu to print to the printer. (If you have any problems with printing this example or the following ones, refer to the section, "Print" on page 47.)

The printout of Example A is on page 31. The lines drawn in the printout example represent the perforated edge between each sheet of paper if a sheet was 11 lines long. Note that the first 11 lines are printed on Page 1.

When the printer reached S12, Color SCRIPSIT advanced the printer to Page 2 and started printing on Line 16. Similarly, S19 is printed on Line 27 on Page 3. If you do not enter a heading, Color SCRIPSIT automatically inserts four blank lines at the top of all pages except the first page. If you are not using a heading, press **(ENTER)** four times before typing the actual text. This way the text on all pages, including the first page will start on the fifth line from the top of the page.

Three Simple Headings

Press **(2)** at the Main Menu and then press **(BREAK)(3)** to insert a heading before the previous example. Type **(H)(1)** and press **(ENTER)**. For the second line of the heading, type **(H)(2)**. Press **(BREAK)(0)** and then press **(ENTER)**. Press **(CLEAR)** to stop inserting and close up the text. The screen should look like Example B on page 30.

Now, print this example and compare it with Example B on page 31. Although a heading is typed only once, it is printed on every page (except the first one). The **(BREAK)(0)** symbol marks the last line of a heading. Note that the first page of Example A and B are the same. However, the four blank lines on the second and third pages have been replaced by the two lines of your heading. At the bottom of the third page, the printer advanced five lines to fill all 11 lines on the last page.

A heading can be as many lines as you want and can contain blank lines as well as actual text. In fact, it is a good idea to have blank lines before the first heading line of text so that the printing will begin a few lines down from the top of the page. You should also include one or two blank lines after the heading to separate it from the main body of text.

To change the heading, press **(2)** to edit Example B and then press **(BREAK)(3)**. Press **(ENTER)** to insert a blank line before the first line of the heading (H1). Press **(←)** five times and then press **(ENTER)** after H2. Press **(CLEAR)** to close the text. Look at Example C on page 30. Note that the **(BREAK)(0)** symbol is on the fourth (and last) line of the heading.

Print this example and look at the printout of Example C. Note how the blank lines make the headings on pages 2 and 3 stand out more than in Example B.

Now, we are going to change the example so that the heading will be printed on the first page as well. Press **(2)** at the Main Menu and then move the cursor to the space after S1. Press **(BREAK)(3)**. Now, press **(BREAK)(0)** and then press **(CLEAR)**. Move the cursor to the S of S20. Press **(SHIFT)(CLEAR)** six times to erase S20-S24 so that only three pages will be printed. Make sure that the screen looks like Example D on page 30.

Print this example and compare it to Example D on page 31. Now there is a four-line heading on all pages.

A heading can be printed before any line by pressing **(BREAK)(0)** at any space on that line. For example, if you inserted a **(BREAK)(0)** symbol at the space after S12, S11 will be the last line printed on page 2. Then, the heading will be repeated and S12 will be the first line of text on page 3.

A Simple Footer

Footers are printed on every page. To add a footer to the previous example, press **(2)** at the Main Menu and then press **(BREAK)(3)**. Type:

```
(F)(1)  (ENTER)
(F)(2)  (ENTER)
```

Next, type **(@)**, press **(ENTER)** and then press **(CLEAR)**. Erase S14-19 so that only three pages will be printed. Compare the screen to Example E on page 30. After you print this example, look at Example E on page 31. Note that these two footer lines appear on every page. The printer advanced two lines after the last line of text on page 3 so that the footer was printed on the last two lines of the page.

The **@** symbol separates the footer from the heading. **@** also creates a blank line (as the first heading line) and then the heading text is printed. The **@** symbol must be at the extreme left of the line. If the last line of the footer is centered, type **(@)** and then press **(BREAK)(6)**. Press **(1)** to align the **@** symbol to the left and then press **(ENTER)**.

Page Numbers

You can have Color SCRIPSIT automatically number pages for you by typing **(\$)(\$)(\$)** anywhere within a heading or footer. Press **(2)** at the Main Menu to return to the edit screen. Move the cursor to the H under the **@** symbol and press **(BREAK)(3)**. Type: **(P)(A)(G)(E)** and press **(ENTER)**. Next, type: **(\$)(\$)(\$)** and press **(ENTER)**. Press **(CLEAR)** seven times to erase the H1 and H2 heading lines and to close up the text. Compare the screen to Example F and then print it. Note that the headings still stand out from the text, so that the page numbers are easy to see.

Using Only Footers

Whenever you use footers, there must be at least one heading line with the **@** symbol. Erase lines 1-3 of Example F (F1, F2 and **@**). Press **(BREAK)(3)** and then press **(ENTER)** once to create blank line between the last line of text and the footer. Press **(CLEAR)** to close up the text and then move the cursor to the space after **PAGE** and press **(CLEAR)**. Move the cursor to the **(BREAK)(0)** symbol on the next line and press **(BREAK)(3)**. Type **(@)** and then press **(CLEAR)**.

Check Example G and compare it to the screen. After you print Example G, compare it to that on page 31. Note that the first page was numbered 2. If you

want a heading to appear on the first page and page numbers to appear in the footer, use the Change Standards operation before printing. Change the 1ST PAGE NUMBER to 0, so that the first page will be numbered (1) and not (2). (If a heading will not be on the first page, it is not necessary to change the 1ST PAGE NUMBER standard.)

Screen Examples

Example	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Line 1	S1	H1			F1	F1	
Line 2	S2	H2	H1	H1	F2	F2	PAGE\$\$\$
Line 3	S3	S1	H2	H2	a	a	a
Line 4	S4	S2			H1	PAGE	S1
Line 5	S5	S3	S1	S1	H2	\$\$\$	S2
Line 6	S6	S4	S2	S2			S3
Line 7	S7	S5	S3	S3	S1	S1	S4
Line 8	S8	S6	S4	S4	S2	S2	S5
Line 9	S9	S7	S5	S5	S3	S3	S6
Line 10	S10	S8	S6	S6	S4	S4	S7
Line 11	S11	S9	S7	S7	S5	S5	S8
Line 12	S12	S10	S8	S8	S6	S6	S9
Line 13	S13	S11	S9	S9	S7	S7	S10
Line 14	S14	S12	S10	S10	S8	S8	S11
Line 15	S15	S13	S11	S11	S9	S9	S12
Line 16	S16	S14	S12	S12	S10	S10	S13
Line 17	S17	S15	S13	S13	S11	S11	
Line 18	S18	S16	S14	S14	S12	S12	
Line 19	S19	S17	S15	S15	S13	S13	
Line 20	S20	S18	S16	S16			
Line 21	S21	S19	S17	S17			
Line 22	S22	S20	S18	S18			
Line 23	S23	S21	S19	S19			
Line 24	S24	S22	S20				
Line 25		S23	S21				
Line 26		S24	S22				
Line 27			S23				
Line 28			S24				

Printout Examples

	Example	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Page 1	Line 1	S1	S1	S1				
	Line 2	S2	S2	S2	H1	H1	PAGE	S1
	Line 3	S3	S3	S3	H2	H2	1	S2
	Line 4	S4	S4	S4				S3
	Line 5	S5	S5	S5	S1	S1	S1	S4
	Line 6	S6	S6	S6	S2	S2	S2	S5
	Line 7	S7	S7	S7	S3	S3	S3	S6
	Line 8	S8	S8	S8	S4	S4	S4	S7
	Line 9	S9	S9	S9	S5	S5	S5	S8
	Line 10	S10	S10	S10	S6	F1	F1	
	Line 11	S11	S11	S11	S7	F2	F2	PAGE 2
Page 2	Line 12		H1					
	Line 13		H2	H1	H1	H1	PAGE	S9
	Line 14		S12	H2	H2	H2	2	S10
	Line 15		S13					S11
	Line 16	S12	S14	S12	S8	S6	S6	S12
	Line 17	S13	S15	S13	S9	S7	S7	S13
	Line 18	S14	S16	S14	S10	S8	S8	
	Line 19	S15	S17	S15	S11	S9	S9	
	Line 20	S16	S18	S16	S12	S10	S10	
	Line 21	S17	S19	S17	S13	F1	F1	
	Line 22	S18	S20	S18	S14	F2	F2	PAGE 3
Page 3	Line 23		H1					
	Line 24		H2	H1	H1	H1	PAGE	
	Line 25		S21	H2	H2	H2	3	
	Line 26		S22					
	Line 27	S19	S23	S19	S15	S11	S11	
	Line 28	S20	S24	S20	S16	S12	S12	
	Line 29	S21		S21	S17	S13	S13	
	Line 30	S22		S22	S18			
	Line 31	S23		S23	S19			
	Line 32	S24		S24		F1	F1	
	Line 33					F2	F2	

Change Standards

To change any of the standard values used by Color SCRIPSIT, press **(6)** at the Main Menu.

The screen will show:

```

S T A N D A R D S
-----
NEXT WIDTH           032
MARGIN SIZE          000
HYPHENATION MIN.     003
LINES PER PAGE       066
1ST PAGE NUMBER      001
PRINT SPACING         001
PRINT BAUD RATE       003
ALL CAPITALS          N
GRAPHIC DISPLAY       Y
USE:DOWN ARROW FOR NEXT STANDARD
UP ARROW FOR PREVIOUS
<ENTER> WHEN DONE

```

The values listed are the default values. (A “default” is a pre-assigned value that is built into the program. The computer automatically uses defaults without instructions from you.) Press **(ENTER)** if you don’t want to change the default standards.

Use the **(↓)** and **(↑)** keys to move the cursor up or down to the standard you wish to change. Then, type the new value. (If you make a mistake, press **(↓)**. Then, press **(↑)** to move the cursor up and retype the value.) When you are finished typing the standards you want, press **(ENTER)**. The Main Menu reappears. The new standards you enter stay in effect until you change them again.

Text Width

The standard line width is 32. While you are typing and editing text, the minimum value of 32 is recommended since the screen is 32 columns wide. Normally, you will want to change this to a larger value when you get ready to print. For a letter on 8 ½ x 11 paper, set the text width to 60. For a rough draft on 8 ½ x 11 paper, the maximum value you can use is about 75.

You can enter any number from 32 to 132. The only restriction is that the total of the line width value and margin size value must be 132 or less (or 80 if using a Radio Shack Line Printer VII). Type the new value. (Select a value of 132 only if you have a 132-column line printer or if you wish to spool to disk for use by BASIC programs.)

If you type a number less than 32 or greater than 132, the messages, VALUE TOO BIG or VALUE TOO SMALL flashes at the bottom of the screen. If you press any key other than a number key, the message, INCORRECT REPLY appears. When you type an appropriate value, the computer accepts it. Press to move to the next standard. Press if you don't want to change any more standards.

Note: An error message will flash four times before disappearing completely. If you press any key (other than) while an error message is flashing, the error message will remain on the screen until you press to exit the Change Standards screen.

Margin Size

The margin size refers to the left margin. This is the number of spaces that are left blank on the left side of the page.

The margin size can be set to any value between 0 and 100. Type the new value. If the line width is set at 60 and you are typing a letter, set the margin at 12. The left and right margins will be about an inch and a half.

Press to move up to TEXT WIDTH or to move to the next standard. Press if you're finished.

Hyphenation Minimum

The hyphenation minimum is currently set at 3. This means that the computer finds words that can be hyphenated, if at least three characters can fit on the previous line. The larger the hyphenation minimum, the fewer times the computer finds words for you that can be hyphenated. There will also be more blank space at the end of some lines.

You can change this value to 2 or any number greater than 2. Type the new value.

Use the and keys to move the cursor to other standards. Press to return to the Main Menu.

Lines per Page

LINES PER PAGE refers to the total number of lines that can be printed on a single page. If you want single-spaced text on standard 11 inch paper, 66 is the appropriate value. If you are double-spacing text, change this value to 33.

You can change this number to any value from 5 to 255. Type the new value.

1st Page Number

1ST PAGE NUMBER refers to the page number that is used the first time headings are printed. You can change this number to any value from 0 to 255. Type the new value.

Print Spacing

This value refers to the number of lines that your printer advances to determine the line-spacing of text. (The PRINT SPACING value does not effect the way text looks on the screen.) Most printers (including the Radio Shack Line Printer VII) automatically advance one line at the end of a line (or at a carriage return code or Enter key code). Some printers do not advance a line when an Enter key code is reached.

Check your printer's manual and experiment to find the right value to suit your line-spacing needs. If you're using a Line Printer VII, change the value to 2 for double-spaced text and 3 for triple-spaced text.

Type the new value. If you change this standard, you'll probably want to go back and change LINES PER PAGE so that headings will be printed properly.

Print Baud Rate

The baud rate refers to the transmission rate to the printer, i.e., how fast text is transmitted to the printer. There are five available baud rates:

1	120 baud
2	300 baud
3	600 baud
4	1200 baud
5	2400 baud

The default is 3 for 600 baud which is the factory set speed on the Line Printer VII and VIII. The baud rate must be set at 3 (600 baud) for a Line Printer VII. If you are using a Line Printer VIII, you can select **4** for 1200 baud to print text faster. (Check your printer's manual for instructions on how to change the factory set speed of the printer.)

If you are using a different serial printer, check the printer's manual to see if your printer is capable of a faster Baud rate and for instructions on how to change the speed.

To change the speed from 600 Baud, type the number of the desired Baud rate.

All Capitals

Press **(Y)** if you want to print using all capitals. This standard is currently set at **N**, so that both upper and lower case letters are printed. This standard effects how text is printed and displayed. It does not effect how text is stored in memory or saved on disk. You can still type both upper and lower case letters and they are stored the way you typed them.

Graphic Display

When the graphic display is turned on (**Y** for default), both upper and lower case letters can be displayed and it is easy to see exactly what you are typing. However, this feature takes up a lot of memory. A 16K Color Computer has approximately 1400 total characters of memory when the graphic display is turned on and about 8600 total characters of memory when the graphic display is turned off. (The approximate numbers are 17,800 and 25,000, respectively for a 32K Computer.)

Press **(N)** to turn off the Graphic Display. (When editing text with the Graphics Display turned off, capital letters are light green against a dark green background, while lower case letters are dark green on a light green background.) Press **(↑)** to move up to a previous standard or press **(ENTER)** if you are finished changing standards.

Print Controls

Press **(7)** at the Main Menu to change the control codes to allow your printer to underline and elongate text.

The screen shows:

PRINT CONTROLS

START UNDERLINE	032 015 000
END UNDERLINE	014 032 000
START ELONGATION	032 027 014
END ELONGATION	027 015 032
USE:DOWN ARROW FOR NEXT STANDARD	
UP ARROW FOR PREVIOUS	
<ENTER— WHEN DONE	

The values are currently set to the appropriate print control codes for the Line Printer VIII. You can underline and elongate text if you are using a Line Printer VIII. If you have a Line Printer VIII, press **ENTER** to keep the default print control codes.

If you have a Line Printer VII, you cannot underline text but you must change the print control values for both underlining and elongating. These values are:

START UNDERLINE	032 000 000
END UNDERLINE	032 000 000
START ELONGATION	032 031 000
END ELONGATION	030 032 000

To change the second byte (second group of numbers) for START UNDERLINE, press **↓** once and then type: **000**. Press **↓** twice to move the cursor to the first byte for END UNDERLINE and then type: **032**. Press **↓** once and then type: **000**. Press **↓** once and type: **000**.

To change the second byte for START ELONGATION, press **↓** and then type: **031**. Press **↓** once and then type: **000**. Press **↓** once to move to the first byte of END ELONGATION and then type: **030**. Press **↓** once and then type: **032**. Press **↓** once and type: **000** for the last byte.

If you make a mistake in typing the print control code values, use the **↓** and **↑** keys to move the cursor to the right and left or up and down to the print control code you wish to change. Then, type the new value. When you are finished changing all the print control codes you want, press **ENTER**. The Main Menu reappears. The new control codes you enter stay in effect until you change them again.

If you are using a different printer, check your printer's manual to see if your printer is capable of underlining and elongating and what control codes to use. You can type up to three bytes for each function. (Use the code, **000** if you don't need all three bytes. This code will be ignored.) Remember to include a space (code **032**) as the first byte of START UNDERLINE and START ELONGATION and as the last byte of END UNDERLINE and END ELONGATION.

Save Text

Press **[3]** at the Main Menu to save the text that is currently stored in memory.

The screen shows:

SAVE:

- 1 TO DISK
- 2 TO TAPE

(BREAK TO RETURN TO MAIN MENU)

Save to Disk

Press **[1]** to save the text that is currently in memory to disk. (If you've changed your mind, press **[BREAK]** to return to the Main Menu.) The screen changes to:

FILENAME/EXTENSION:DRIVE

(ENTER ANYTHING IN 2ND LINE
TO CANCEL OPERATION)

A filename is like a title that the computer stores the text under. The computer uses a disk just like you use a filing cabinet. Later, to see a file, the computer will look in the filing cabinet (the disk) and get (load) the file you want.

A filename can consist of three parts: the filename itself (up to eight characters), an extension (up to three characters) preceded by a slash, and a drive number preceded by a colon.

You can simply press **[ENTER]** and the filename, TEXT/TXT:0 will automatically be assigned to the file. If you enter a filename but omit an extension, Color SCRIPSIT will automatically assign /TXT (an extension standing for "text") to your file. If you don't specify a drive number, the file will automatically be saved on the disk in Drive 0.

Here are some examples of valid filenames:

LETTER
LETTER2
TEST/NO1
TEST/NO2
LETTER:1
TEST/NO1:1

Save Text (continued)

Type a filename and press **ENTER** twice. The red light on the drive door will go on as the text is being written to the disk. The Main Menu reappears after the file has been saved. Label the disk (and its protective sleeve) using the filename you entered.

If you've changed your mind and don't want to save the text at the present moment, type anything you want on the second line (after you've entered a filename on the first line) and press **ENTER**. The text will not be saved and the Main Menu reappears on the screen.

It's a good idea to make a Backup of the disk to have an extra copy of the text file. An extra copy acts as a safety device to guard against accidental loss of data.

If you enter a filename more than once, the message

FILE EXISTS—OVERWRITE IT?

<ENTER> TO OVERWRITE

<BREAK> TO CANCEL OPERATION

appears on the screen. Press **ENTER** to overwrite the file that was originally assigned that filename. The old file will be deleted and the file currently in memory will be saved under the same filename. If you press **BREAK** to stop the Save operation, the Main Menu reappears.

If you see the message:

THE FOLLOWING HAS OCCURRED:

CAN'T EXTEND FILE—DISK FULL

PRESS A KEY TO CONTINUE

the file will not be saved to disk. To save the file still in memory, press any key to exit the Save operation. The Main Menu will reappear. If you have more than one drive, insert a formatted disk in Drive 1. Repeat the Save operation using the :1 drive specification in the filename.

If you only have one drive but do have a tape recorder, save the file to tape. (See "Save to Tape" on page 41.)

Note: You can avoid this situation by always checking how much free space there is on a disk before starting a new document. See "Display Free Space Map" on page 64 for details.

Save to Tape

Press **(2)** at the Save menu to save the file that is currently in memory.

The screen shows:

FILENAME:

RECORD AFTER:

Type a filename (up to eight characters) and press **(ENTER)** twice. The following message appears on the screen:

PREPARE RECORDER TO RECORD
PRESS <ENTER> WHEN READY
(OR <BREAK> TO RETURN TO MENU)

First, make sure the cassette tape is completely rewound. (If you use a tape with a leader, you'll have to manually position the tape past the leader. We recommend using TRS-80 Certified Computer Cassettes which are leaderless.) Press the "Play" and "Record" buttons down at the same time, then press **(ENTER)**. (If you change your mind, press **(BREAK)** to return to the Main Menu.) The message, RECORDING flashes in the middle of the screen.

The Main Menu reappears after the file has been saved. It's a good idea to make at least one other copy of the file, either on the same tape or on another tape. An extra copy acts as a safety device to guard against accidental loss of data. After you've saved the file, press the "Stop" button and rewind the tape. Be sure to label the tape using the filename(s) you entered.

Note: The standards that are currently in effect are also stored on tape along with your text. (See "Change Standards" on page 33.)

To save a file on the same tape that another file has been stored on, press **(2)** at the Save Menu. For FILENAME, type a new filename and press **(ENTER)**. For RECORD AFTER, type the name of the file already on tape and press **(ENTER)**.

Note: Do not record a file after one that you are likely to change. To edit a file that has another file recorded after it, load it (see page 45) and make any necessary editing changes. Next, save it using a different filename and record it after the last file you want to keep. Never save a file ahead of a file you want to keep. If you expand a file that has a file saved after it, the two files will overlap. The second file may be destroyed.

Although there is room for about 8600 characters (25,000 for a 32K computer) in the computer's memory when the graphic display is turned off, about 260 of

these characters are used by the computer to separate files on tape. Therefore, if there are less than 260 characters of memory left (note the Memory number in the status line while editing text), do not use the RECORD AFTER option. If you try to save a file without enough memory "cushion" left, the message, READ ERROR will flash on the screen. The computer will scan the entire tape looking for room to save both the file and the filename. The message instructing you to prepare the recorder to record will not appear and the file will not be saved.

The following message appears on the screen:

```
PREPARE RECORDER TO P L A Y  
PRESS <ENTER> WHEN READY  
(OR <BREAK> TO RETURN TO MENU)
```

Push the "Play" button and then press **ENTER**. The message, SCANNING flashes in the middle of the screen and the name of the file already on tape appears in the lower left-hand corner. (The computer is positioning the tape, so that the new file will be recorded after the old file.) After the message, SCANNING has disappeared, the message telling you to prepare the recorder to record appears on the screen.

First, push the "Stop" button. Push the "Play" and "Record" buttons down at the same time, then press **ENTER**. (If you change your mind, press **BREAK** to return to the Main Menu.) The message, RECORDING flashes in the middle of the screen. The Main Menu reappears after the file has been recorded. (Remember to make an extra copy of the file.) Push the "Stop" button and rewind the tape. Make a note of the new file on the tape label.

Load Text

Press **[4]** at the Main Menu to load a file back into memory.

The screen shows:

LOAD:

- 1 FROM DISK
- 2 FROM TAPE

(BREAK TO RETURN TO MAIN MENU)

Load from Disk

Press **[1]** to load a file that was saved to disk back into memory. (If you've changed your mind, press **[BREAK]** to return to the Main Menu.)

The screen shows:

FILENAME/EXTENSION:DRIVE

(ENTER ANYTHING IN 2ND LINE
TO CANCEL OPERATION)

Type the name of the file you want to load and press **[ENTER]** twice. If you entered an extension and/or drive number when you saved the file, be sure to include these when you type the filename. If you've changed your mind or made a mistake, enter anything at the second line and press **[ENTER]**. The Main Menu will appear.

As the file is being loaded back into the memory, the red light on the drive door will flash on and off. The Main Menu reappears after the file has been loaded. When you press **[2]**, the text appears on the screen.

If there is enough memory left, you can load a document file after the end of any text that is currently in memory. If there is not enough available memory to load another file in its entirety, you will see this message after you enter a filename:

NOT ENOUGH MEMORY:

- 1 LOAD BEGINNING
- 2 LOAD END

(OR <BREAK> FOR MENU)

Load Text (continued)

Note: You may also see this message if a text file was created with the Graphic Display turned off and you are trying to load it with the Graphic Display turned on.

Press **[1]** to load as much as possible of the file, starting at the beginning. Press **[2]** to load the end of the text, omitting as much as necessary from the beginning of the file. Press **[BREAK]** to return to the Main Menu. None of the file will be loaded.

The Main Menu reappears after the file has been loaded into memory. Press **[2]** to see the text that was originally in memory and the new text which was added after the end of it.

Load from Tape

Press **(2)** at the Load Menu to load a file from tape back into memory. This loading option will be particularly helpful if you have files on tape created with the cartridge Color SCRIPSIT.

The screen shows:

FILE TO READ:

Type the name of the file you want to load and press **(ENTER)** twice. (If you are not sure of the filename, just press **(ENTER)** twice. The first file found will be loaded. Watch for the filename while the computer is scanning the tape.) The message,

PREPARE RECORDER TO P L A Y
PRESS <ENTER> WHEN READY
(OR <BREAK> TO RETURN TO MENU)

appears on the screen. First, rewind the tape and push the "Play" button. Next, press **(ENTER)**. (If you change your mind, press **(BREAK)** to return to the Main Menu.) The message SCANNING flashes on the screen followed by the message LOADING. The filename you entered for FILE TO READ appears in the lower left-hand corner. After the file has been loaded into memory, the Main Menu reappears. When you press **(2)**, the text appears on the screen.

If you entered the name of a file that was recorded in the middle of the tape, the computer scans through the other files. The names of the other files that the computer is scanning through appear in the lower left-hand corner of the screen.

When the computer reaches the part of the tape that the FILE TO READ was stored on, the message LOADING replaces the message SCANNING. The name of the file you want to load appears in the lower left-hand corner. After the Main Menu is displayed, press **(2)** to see the file.

If you do not clear the memory, the text loaded from tape is added (or concatenated) to the end of any text that is currently in memory. Concatenation lets you save headings as one file and text as another. For example, suppose you are sending a form letter to several people. You could save the letter as one file (using the file name LETTER) and another file as a heading (using the file name HEADING) which contains the date, your name and address, and a salutation.

You would first load the file, HEADING. Next, load LETTER and press **(2)** at the Main Menu. The form letter will appear at the end of the heading. All that's left to do is edit the letter by typing the other person's name and address.

Load Text (continued)

Note: If you load two files that both contain headings, the second set of headings will not be printed correctly. It will be printed exactly as it appears on the screen with the `@` and `BREAK``Ø` symbols.

If there is not enough memory to load a file to the end of text that is currently in memory, the READ ERROR message will be displayed. As much of the file that will fit in memory will be loaded. You have two choices: 1) reduce a file so that both files can be in memory at the same time or, 2) load and print each file separately.

Print

There are two ways to print a document. The fastest way is to print directly to the printer. In addition, a file can be "printed" to disk allowing you to send the file from the disk to the printer. This is a bit slower than printing directly to the printer but you can continue loading, editing, and saving text while the printer is operating.

Note: You should always save a document as a text file before printing it in case a problem arises. See the section, "Save Text" on page 39.

Press **(5)** at the Main Menu.

The screen will show:

PRINT:

1 TO PRINTER
2 TO DISK
3 ADD TO SPOOL FILE
4 FROM DISK TO PRINTER
5 CANCEL DISK TO PRINT
(**<BREAK>** FOR MENU)

Printing Directly to the Printer

A document must be in memory to be sent directly to the printer (Option #1). If you are not printing a document that you have just typed, load the desired document file. Before printing, you should check the printing standards. (See "Change Standards" on page 33.) Next, make sure the paper is properly aligned and the printer is ready. (If you are using a Radio Shack Line Printer VII, move the switch on the back of the printer to the 8 bit-serial position.)

Press **(1)**. The text is displayed on the screen in the same manner it was during the Find/Change operation. Capital letters are yellow on a red background and lower case letters are red on a yellow background. The text scrolls upward as it is being printed. After the text has been printed, the printer automatically advances the paper until the beginning of the next page has been reached and the Main Menu reappears.

If the keyboard appears to "lock up" or if the message, PRINTER NOT READY appears (and stays) on the screen, check all cables and plugs, and be certain your printer is not out of paper. Once the printer is ready, the printing will begin. (If the program has already started to try to start printing and something is wrong with the printer, hold down the **(BREAK)** key until the Main Menu reappears. Press **(2)** and your text will reappear.)

To stop printing, hold down the **BREAK** key until the program stops printing text and starts advancing to the end of the page. (A couple of additional lines of text may be printed.) When the printer has reached the beginning of the next page, the text disappears and the Main Menu is displayed.

Printing to Disk

If you have finished a document and want to get started on another as soon as possible, print the document in memory to disk. After the document is printed to disk, select Option #4 (FROM DISK TO PRINTER) and while the document is being printed, you can go ahead and use any of the other Color SCRIPSIT operations.

When you print a document to disk, a special file called a "spool" file is created on the disk. Since each line is printed to disk exactly as it would be printed directly to the printer, set the line width and margin standards to the desired values now.

Note: Since a spool file is not loaded into memory all at once, you can print a large document created on a 32K Color Computer from a spool file on a 16K Computer. Also, you can create a large spool file on a 16K machine by using Option #3 (ADD to SPOOL FILE) and then print the entire document, instead of loading and printing each text (/TXT) file, one at a time.

Press **2** at the PRINT menu to print to disk.

The screen will show:

FILENAME/EXTENSION:DRIVE

(ENTER ANYTHING IN 2ND LINE
TO CANCEL OPERATION)

As in saving to disk, a filename can consist of three parts: the filename itself (up to eight characters), an extension (up to three characters) preceded by a slash, and a drive number preceded by a colon.

You can simply press **ENTER** for the filename and TEXT/SPL:Ø will automatically be assigned to the file. If you enter a filename but omit an extension, the extension, /SPL (standing for "spool") will automatically be assigned to your file. If you don't specify a drive number, the file will automatically be saved on the disk in Drive Ø.

Type a filename and press **ENTER** twice. If you've entered a filename but have changed your mind, type anything on the second line and press **ENTER**. The text will not be printed to disk and the Main Menu reappears on the screen.

After you've entered a filename and pressed **ENTER** at the second line to continue the Print operation, the text reappears with yellow capital letters on a red background and red lower case letters on a yellow background. The text quickly scrolls upward as it is being printed to disk.

After the text has been printed to disk, the Main Menu reappears. Be sure to make a note of the filename on the disk and/or protective sleeve. If you want to print from disk to printer immediately, see the section, "Printing from Disk to Printer" on page 51.

If you see the message:

THE FOLLOWING HAS OCCURRED:

CAN'T EXTEND FILE—DISK FULL

PRESS A KEY TO CONTINUE

the file will not be printed to disk. To print the file still in memory, press any key to exit the Print operation. The Main Menu will reappear.

If you have more than one drive, insert a formatted disk in Drive 1. Repeat the Print to Disk operation using the **:****1** drive specification in the filename.

Note: You can avoid this situation by always checking how much free space there is on a disk before starting a new document. See "Display Free Space Map" on page 64 for details.

Adding to a Spool File

Note: Check how much available disk space there is **before** you start a new section to add to a spool file. If there is not enough space left on the disk to print the text currently in memory at the end of the existing spool file, the entire spool file will be deleted.

If you have already printed a file to disk and have finished another section of the same document, you can add the finished section in memory to the end of the existing spool file. Press **(3)** at the Print menu to add to a disk file.

The screen will show:

FILENAME/EXTENSION:DRIVE

(ENTER ANYTHING IN 2ND LINE
TO CANCEL OPERATION)

Type the filename of the existing spool file exactly as you entered it before and press **(ENTER)**. If you've entered the spool filename but have changed your mind, type anything on the second red line and press **(ENTER)**. The text will not be added to the spool file and the Main Menu reappears on the screen.

After you've entered the filename, the text reappears with yellow capital letters and red lower case letters. The text quickly scrolls upward as it is being printed to the end of the spool file.

After the text has been added to the spool file, the Main Menu reappears.

If you see the message:

THE FOLLOWING HAS OCCURRED:

CAN'T EXTEND FILE—DISK FULL

PRESS A KEY TO CONTINUE

the file will not be printed to disk and the spool file you specified will be deleted. To print the file still in memory, press any key to exit the Print operation. The Main Menu will reappear. You can either print the text currently in memory to another disk or print it on the same disk. (There will be probably be enough room on the disk since the original spool file was deleted.)

In either case, press **(5)** at the Main Menu to Print and then press **(2)** to Print to Disk. If you want to print to another disk, use the **:1** drive specification when typing the filename.

Printing from Disk to Printer

Note: Before you select this print option, press **(2)** at the Main Menu. Check the amount of memory shown in the status line at the bottom of the screen. There must be at least 500 characters of memory left to use this print option.

Press **(4)** at the PRINT Menu to send a file from disk to the printer.

The screen shows:

SPOOLING OPTIONS

NUMBER OF COPIES: 001

NUMBER OF LINES TO SKIP: 000

PAGES TO SKIP: 000

USE: DOWN ARROW FOR NEXT OPTION
UP ARROW FOR PREVIOUS
<ENTER> WHEN DONE

There are three spooling options:

1. You can print up to 255 consecutive copies of the spool file document.
2. You can skip up to 255 lines to start printing from a particular line in the middle of the document.
3. You can skip up to 255 pages to start printing from a particular page in the document.

Press **(ENTER)** if you want to start printing from the beginning of the spool file and if you only need one copy. The Main Menu will reappear and the printing will begin.

If you want to print more than one copy, the Main Menu must be displayed after a copy has been completely printed so that the Computer will start over and load the beginning of the spool file again for the next copy. The last two options are particularly handy when you are adding on to the end of a long document and want to print just the last page or two. Remember that a page is defined by the number of lines per page. (See "Lines per Page" on page 34.)

Use the **(↑)** and **(↓)** keys to move the cursor up or down to the option you wish to change. Then, type the new value. (If you make a mistake, press **(↓)**. Then, press **(↑)** to move the cursor up and retype the value.) When you are finished changing all options you want, press **(ENTER)**.

After you press **ENTER** at the Spooling Options screen, the screen will show:

FILENAME/EXTENSION:DRIVE

(ENTER ANYTHING IN 2ND LINE
TO CANCEL OPERATION)

Type the desired filename exactly as you entered it during the Print to Disk operation and press **ENTER** twice. If you've changed your mind, type something at the second line and press **ENTER**.

The Main Menu will reappear and you'll see a little box at the lower right-hand corner of the screen. As each character is being transmitted from the disk to the printer, it is also being displayed in that box. Don't worry about it—you can simply do whatever you want—clear memory, edit, load, save text, etc. The printer will automatically stop after the text has been printed.

At times you will notice a slight hesitation when you are editing another document. For example, a character may not appear on the screen immediately after being typed. Go ahead and keep typing, inserting, moving blocks, etc.—characters will soon be displayed on the screen and functions will be performed.

During the Print from Disk to Printer operation, the computer loads a certain amount of text in memory, transmits that text to the printer, loads the next part of text into memory, etc. This hesitation factor occurs when text is being loaded from disk to memory.

If you want to stop printing from disk to printer, return to the Print Menu. Then, press **5** for CANCEL DISK TO PRINTER. The printing will stop and the Main Menu will reappear.

Loading a Spool File

Normally, spool files are only used to save information that is ready for printing. If you want to save a file for editing purposes, save the file as a text file, not as a spool file. However, if you have lost the text file, you may load the spool file, save the spool file as a text file, clear memory, then load and reconstruct the text file so that you can edit it.

Note: Do not attempt to edit a spool file, since undesirable results may occur.

When you save a file as a text file, the size of the document will be included in the Directory entry. However, when a spool file is printed to disk, the document size information is lost. When the size information is missing, Color SCRIPSIT treats the file as "non-standard."

To load a spool file back into memory, press **4** at the Main Menu.

The screen shows:

LOAD:

- 1 FROM DISK
- 2 FROM TAPE

(BREAK TO RETURN TO MAIN MENU)

Press **1** to load a spool file that was printed to disk back into memory. (If you've changed your mind, press **BREAK** to return to the Main Menu.)

The screen shows:

FILENAME/EXTENSION:DRIVE

(ENTER ANYTHING IN 2ND LINE
TO CANCEL OPERATION)

Type the name of the spool file with the /SPL extension and press **ENTER** twice.

If you do not specify that the file is a spool file, you will see the message:

THE FOLLOWING HAS OCCURRED:

DIRECTORY ENTRY NOT FOUND

PRESS A KEY TO CONTINUE

Press any key to exit this screen. The Main Menu will reappear. Repeat the Load operation and be sure to type: **/SPL** at the end of the filename.

Loading a Spool File (continued)

If you entered a drive number, be sure to include it when you type the filename. If you've changed your mind or made a mistake, enter anything at the second line and press **ENTER**. The Main Menu will appear.

After you've entered the name of the spool file, the screen will show:

LOADING NON-STANDARD FILE!

1 LOAD AS-IS

2 CHANGE NEW-LINE CODES TO SPACES

3 DELETE NEW-LINE CODES

(OR BREAK FOR MENU)

Each printed line in a spool file ends with a new-line code (carriage return) according to the text width in effect when the spool file was created. These new-line codes do the same thing as if you had pressed Enter at the end of a paragraph—the text following a new-line code will be on the next line. You can load the spool file as-is, leaving all new-line codes alone by selecting Option #1. Later, to edit the spool file you can delete the unnecessary new-line codes while keeping those that mark the end of a paragraph.

To display the lines using a different text width, choose Option #2 to replace the new-line codes with spaces. Press **ENTER** after the last period in each paragraph to reformat the text.

For example, suppose you need to reconstruct a document from a spool file that was printed to disk with a text width of 60. First, you would change the text width back to the screen width of 32. Then you would press **4** at the Main Menu and **2** at the Loading Non-Standard file screen to replace all new-line codes with spaces. Press **2** at the Main Menu and then go through the text, pressing **ENTER** to mark the end of paragraphs. (If headings were printed, you will also have to go through the document and delete all extra copies of the headings.)

Option #3 is useful when loading data files created by a BASIC program. (See "Using Color SCRIPSIT with BASIC".)

Press **BREAK** if you don't want to load a spool file but wish to return to the Main Menu.

As the file is being loaded back into the memory, the red light on the drive door will flash on and off. The Main Menu reappears after the file has been loaded. When you press **2**, the text appears on the screen.

Note: If a spool file is larger than the available memory, as much as possible of the file starting at the beginning will be loaded. If you are not sure that the entire file was loaded, press **(2)** at the Main Menu and then check the status line at the bottom of the screen. If the MEM number is 00000, part of the file was probably not loaded.

Sample Session

To become familiar with Color SCRIPSIT, we'll take you through a sample session and type a document. You'll also learn how to create a centered heading and footer with page numbers. Finally, you'll find out how to save and print a document.

This document will be printed on two pages. There will be a centered heading on the second page and a footer with the page number centered at the bottom of both pages. This example is already stored on the Color SCRIPSIT disk under the filename, SAMPLE. Follow the instructions below. If you have any problems and your example does not look like the one in manual, load the file, SAMPLE and compare results.

First make sure that the disk interface, cable, and drive(s) are properly connected. Connect your serial printer to the computer and turn it on now. (Refer to pages 1-3 of the Owner's Manual if you have any questions.) Turn on the TV. Next, turn on the computer and disk drives.

The screen should show:

```
DISK EXTENDED COLOR BASIC v.r.  
COPYRIGHT (C) 1981 BY TANDY  
UNDER LICENSE FROM MICROSOFT
```

OK

(v. specifies the version and r. specifies the release.) If this copyright message does not appear on your screen, press the Reset button. If the message still does not appear, turn off the computer, check all connections, and power up again.

Insert a Backup copy of the original program disk in Drive 0 and close the drive door. Type: **R U N " D O S "** and press **ENTER**. In a few seconds, you will see SCRIP at the upper left-hand corner of the screen. The screen will soon show the program title and Main Menu.

Press **6** for CHANGE STANDARDS. Press the **↓** key until the cursor is at the Y next to GRAPHIC DISPLAY. Press **N** to turn off the graphic display and then press **ENTER**. When the Main Menu reappears, press **2** for EDIT TEXT and type the following paragraph.

THE TRS-80 COLOR COMPUTER
CAN BE USED FOR HOME, PERSONAL,
OR EDUCATIONAL PURPOSES.
TRAVEL INTO OUTER SPACE WITH
PROJECT NEBULA OR CHALLENGE THE
COMPUTER IN A GAME OF CHESS.
THE PERSONAL FINANCE PROGRAM
WILL HELP YOU SET UP A BUDGET
AND YOU'LL FIND INVESTMENT
ANALYSIS EXTREMELY USEFUL IN
MANAGING YOUR STOCK PORTFOLIO.
BINGO MATH TEACHES CHILDREN
ARITHMETIC THE FUN WAY WHILE
MICRO-PAINTER INSPIRES CREATIVE
ARTISTS. THE NEXT TIME YOU
VISIT YOUR RADIO SHACK STORE
ALSO CHECK THESE OTHER READY-
TO-RUN PROGRAMS: ART GALLERY,
SKIING, HANDY MAN, AND
SPECTACULATOR.

ENTER

To copy the paragraph, Press **SHIFT** **↑** and then press **BREAK** **:**.
Press **SHIFT** **↓** and then press **←** once. Press **BREAK** **:** to mark the
end of the block and then press **BREAK** **:** again. Copy the paragraph one
more time so that there are three identical paragraphs in the document.

Now, follow the instructions below. (After you have moved the heading and
footer information before the text, check to make that your screen matches the
one below.)

— \$\$\$—
@
COLOR COMPUTER PROGRAMS
THE TRS-80 COLOR COMPUTER
CAN BE USED FOR HOME, PERSONAL,
OR EDUCATIONAL PURPOSES.
TRAVEL INTO OUTER SPACE WITH
PROJECT NEBULA OR CHALLENGE THE
COMPUTER IN A GAME OF CHESS.
MEM=06866 LINE=032 001-032

(two blank lines between text and footer)
(centered page number)
(flush left symbol) (two blank lines at bottom
of page)
(marks first line of pages after page 1)
(two additional blank lines)
(centered heading)
(left-justified alignment symbol) (**BREAK**
Ø symbol)
(four blank lines, text on page 1
starts on fifth line)

First, we are going to type a footer for the page number which will appear at the bottom of both pages. Move the cursor to the blank space under the letter S in the word Spectaculator. To create two blank lines between the last line of text and the first line of the footer, press **ENTER** once. (Later, you will change the print spacing to **2** for double-spacing.) Next, type **- \$ \$ \$ -** and press **ENTER**. Move the cursor to a space between a \$ and - symbol. Press **BREAK 6** and then type **3** to center the page number. Press **ENTER**.

Move the cursor to the next line and press **BREAK 6**. Type **1** and press **ENTER** for the FLUSH LEFT alignment. Press **ENTER** once to create two blank lines between the page number and the bottom of the page.

Next, type **@** to separate the footer and heading information. (@ also marks the first line of the next page.) Press **ENTER** twice to create four blank lines at the top of page 2. Type the heading, Color Computer Programs and press **ENTER**. Move the cursor to the space between Color and Computer. Press **BREAK 6** and then type **3** to center the heading. Press **ENTER**.

Move the cursor to the next line. Press **BREAK 6** to change the alignment. Type **1** and press **ENTER**. Next, press **BREAK 0**. Press **ENTER** after the **BREAK 0** symbol. (There will be two blank lines between the heading and the next line of text on page 2.) Now, since the first page will not have a heading, press **ENTER** twice so that the first line of text will be printed on the fifth line.

To move the heading and footer information to the beginning of text, move the cursor to the blank space under the letter S in the word Spectaculator. (This space is underneath the last paragraph.) Press **BREAK 9** to mark the beginning of the heading/footer block. Press **SHIFT ↓** and then, press **←** once. Press **BREAK 9** to mark the end of the block.

To move the cursor to the beginning of the text, press **SHIFT ↑**. When you press **BREAK 9** again, the heading/footer block is moved before the text. The first line of text should be on the tenth line of the screen.

Next, we're going to save the document. Press **BREAK 1** to return to the Main Menu. Press **3** for SAVE TEXT and then press **1** to SAVE TO DISK. For the filename, type: **P R A C T I C E** and press **ENTER** twice. The Main Menu reappears after the document has been saved.

Before printing, we're going to change some of the printing standards. Press **6** for CHANGE STANDARDS. At TEXT WIDTH, type **6 0**. Press **↓** once to move the cursor to MARGIN size and then type **1 2**. Next, press **↓** twice to move the cursor down to LINES PER PAGE and type **3 3**. Finally, change the PRINT SPACING to **2** and press **ENTER**.

Press **(5)** for PRINT at the Main Menu. Make sure the paper is properly aligned and the printer is ready. Press **(1)** at the Print Menu to print directly to the printer.

After you print this example, it should look like the following two pages.

When you are finished using Color SCRIPSIT return to the Main Menu by pressing **(BREAK)****(1)**. Press **(8)** and then press **(1)** to exit the program. Be sure you remove the program disk (and any other disks) before turning off the computer or disk system.

The TRS-80 Color Computer can be used for home, personal, or educational purposes. Travel into outer space with Project Nebula or challenge the Computer in a game of Chess. The Personal Finance program will help you set up a budget and you'll find Investment Analysis extremely useful in managing your stock portfolio. Bingo Math teaches children arithmetic the fun way while Micro-Painter inspires creative artists. The next time you visit your Radio Shack store also check these other ready-to-run programs: Art Gallery, Skiing, Handy Man, and Spectaculator.

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Color Computer Programs

children arithmetic the fun way while Micro-Painter inspires creative artists. The next time you visit your Radio Shack store also check these other ready-to-run programs: Art Gallery, Skiing, Handy Man, and Spectaculator.

Return to BASIC

Note: Remember that once you press **(8)** at the Main Menu, all text currently in memory will be lost.

Press **(8)** at the Main Menu to return to BASIC.

The screen shows:

```
COLOR DISK OPERATING SYSTEM 1.2  
BY ROBERT KILGUS 12/07/81  
FOR TANDY RADIO SHACK
```

(PRESS CHOICE NUMBER)

1. RETURN TO BASIC
2. RUN A PROGRAM
3. START CLOCK DISPLAY
4. DISPLAY FREE SPACE MAP
5. COPY A FILE

To return to BASIC and exit the program, press **(1)**. The DISK EXTENDED COLOR BASIC copyright message will reappear. Remove the disk(s) and then, turn off the printer, computer, TV, and disk drives.

Run a Program

Press **(2)** to return to the Color SCRIPSIT program or to run another machine language program.

The screen shows:

```
EXECUTE A PROGRAM
```

```
ENTER PROGRAM NAME: [SCRIP █ ]
```

```
("/BIN" ASSUMED)
```

Press **(ENTER)** to return to Color SCRIPSIT. The Main Menu will reappear.

To run another program, type its filename (up to eight characters) and press **(ENTER)**. If the filename contains eight characters, it is not necessary to press **(ENTER)**.

Start Clock Display

Press **(3)** to start the clock display. Seconds, minutes, and hours will be displayed at the upper right-hand corner of the screen. (The actual time will not be displayed. The clock display simply tells you how much time has elapsed.)

Press **(1)** at the Color Disk Operating System menu to turn off the clock display. Color SCRIPSIT will not run with the clock display turned on.

Display Free Space Map

Press **(4)** to display the free and allocated space for each drive. Always do this before starting a new document to ensure that there is adequate disk space to save or print the new file to disk. The following is an example of a Free Space Map.

FREE SPACE MAP

FREE SPACE DRIVE ZERO

..... 6X66 7665 7665 XXX7 XXXX 981X
43XX XX8X 32XX 923X 6651 112X 1234
XXXX XXXX XXXX XXXX

FREE SPACE DRIVE ONE

XXXX XXXX XXXX XXXX XXXX XXXX XXXX
XXXX XXXX XXXX XXXX XXXX XXXX XXXX
XXXX XXXX XXXX XXXX

(PUSH ANY KEY TO CONTINUE)

Each period (.) represents 2304 free bytes or 1 granule of available space. Each X represents 1 granule with no available space left. (In the example above, a disk is not inserted in Drive 1, so there is no space available at all.) Each number represents that number multiplied by 256 bytes to obtain the number of allocated bytes.

After you've determined how much free space you have, press any key to return to the Color Disk Operating System Menu.

Copy a File

The Copy operation on the Menu saves the size information of a text file in the directory entry so that the copy will be a standard file and can be loaded in the

regular manner. However, the Copy operation used with Extended Color BASIC does not save the size information, and the copy will be a non-standard file.

Press **5** to copy a file.

The screen shows:

```

COPY A FILE

SOURCE FILE NAME [  ]
EXTENSION [BIN]
DRIVE [0]

DESTINATION NAME [  ]
EXTENSION [BIN]
DRIVE [0]

IF DRIVES ARE THE SAME
ARE YOU USING DIFFERENT
DISKETTES (Y OR N)? [N]

USE UP/DOWN ARROWS
PRESS <ENTER> WHEN DONE
    
```

The cursor will be inside the brackets of SOURCE FILE NAME. Type the name of the file you want to copy and then press **↓**. Next, type the extension (**T****X****T** or **S****P****L**) and then press **↓**. If the file you are copying is on Drive 0, press **↓** again. To copy the file from another drive, type the number of that drive and then press **↓**. A formatted diskette or another diskette with the Color SCRIPSIT program on it must be in the other drive.

Next, type a name (up to eight characters) for the copy file (DESTINATION NAME). If you are copying to the same disk on the same drive, type a name different from the source file name. Press **↓** and then enter the same extension that you did for the source file. Press **↓**. If you are copying the file to Drive 0, press **↓** again. To copy the file to another drive, type the number of that drive and then press **↓**.

If you are using a different diskette to copy from and to the same drive, type **Y** and then press **ENTER**. At the bottom of the screen, you will see the message:

```
LOAD SOURCE DISKETTE
```

Insert the Source Diskette, close the drive door, and press **ENTER**. After the file has been loaded into memory, you will be asked to load the Destination Diskette. Insert the disk you wish to copy the file to and close the drive door.

Return to Basic (continued)

Press **ENTER**. (If you are copying a large file, you may have to load the source diskette again and repeat this process.)

After the file has been copied, you will see the message:

LOAD SYSTEM DISKETTE

Insert the original diskette (which has an operating system on it), close the drive door, and press **ENTER**.

If you are copying from and to the same diskette, press **↓**. If you are using two drives, press **↓**. If you make a mistake entering any information in this screen, use the **↑** or **↓** key to move to the desired item. When you are finished entering the necessary information, press **ENTER**. After the file has been copied, the Color Disk Operating System menu reappears.

Sending Data to BASIC

Color SCRIPSIT creates two types of output files: text and spool files. Text files (/TXT) are not recommended for use by BASIC programs. Line Input will not work all the time since a new-line code (13 decimal code) appears only where you forced a new line in the text.

Spool files (/SPL) are very easy to read with a BASIC program. Since each line of print ends with a new-line code (13), Line Input works very well. Color SCRIPSIT stores a zero byte followed by a 13 decimal code at the end of a spool file. Trailing spaces are not included in the print lines. Don't forget that spool files also include heading lines for every page.

Loading Data from BASIC

When Color SCRIPSIT writes a text file, it stores the size of the document in the Directory entry. When loading text, this allows the program to read the entire document very quickly as a single large record. When a text file is Copied using Extended Color BASIC, the document size information is lost. Output files from BASIC and spool files do not provide file size information, either.

When the size information is missing, Color SCRIPSIT treats the file as "non-standard." A non-standard file is loaded one byte at a time until a zero byte has been loaded. BASIC programs can easily create data files that can be loaded by using Write statements. The last thing written should be a zero byte.

Since the data for each Write statement is terminated by a 13 decimal code byte, Color SCRIPSIT will show a new line after each item. Since you might prefer to have your data shown in a more compact form, the program gives you the option of either deleting or replacing the 13 decimal code bytes with spaces. (See "Loading a Spool File.") Once loaded, you can edit and save the data like any other text file.

Proportional Printing

Even though Color SCRIPSIT does not specifically provide for proportional text, you can use this printing feature with some printers by running this simple BASIC program. (The control codes in this program are for the Line Printer VIII.)

```
10 PRINT#-2,CHR$(27);CHR$(17)
20 RUN"DOS"
```


Using Color SCRIPSIT With BASIC (continued)

If you are using a different baud rate, don't forget to add a POKE statement at the beginning of the above program. See pages 209-210 in the manual, "Going Ahead with Extended Color BASIC."

After printing a document, the last page cannot be removed until the paper is advanced. If you do this manually, you have to realign the paper. A simple way of getting Color SCRIPSIT to do this for you is to return to the Main Menu and then type: **5 1** and press **BREAK**.

Single-Drive Systems

Making a Backup consists of two processes. These processes are: Format (or prepare) the disk for information storage, and Backup (or copy) all the information from the original disk to the new, formatted disk. Here is the step-by-step Backup procedure:

1. Turn on the TV, computer and disk drives, in that order. The copyright message:

```
DISK EXTENDED COLOR BASIC v.r.  
COPYRIGHT (C) 1981 BY TANDY  
UNDER LICENSE FROM MICROSOFT
```

OK

should appear on your screen. (v. specifies the version and r. specifies the release.) If you do not see this message, press the reset button. If this message still does not appear, turn off the computer. Check your connections and power up again.

2. Open the Drive 0 door by pressing the release switch down. Insert a blank disk in the drive with the notch on top. You will feel the disk click in place. Close the drive door firmly.
3. Next, to format the disk, type: **D S K I N I 0** and press **ENTER**. The Format process will take about 40 seconds. After the disk is formatted, the red light on the drive door will go off and the message OK will appear on the screen.
4. To backup the program disk, first remove the formatted disk. Press the release switch to open the drive door and gently remove the disk. Insert the Color SCRIPSIT disk in Drive 0 and close the drive door. Now type: **B A C K U P 0** and press **ENTER**. The computer will tell you to insert the Destination Diskette. Insert the new disk you just formatted, close the drive door and press **ENTER**. The computer will tell you to insert the Source Diskette or Destination Diskette several times until the Backup process has been completed. (The entire Backup process will take about five minutes.) After the Backup is finished, the OK message will reappear.

Note: If you want to be absolutely certain that there are no flaws in what the computer is writing, type: **V E R I F Y 0 N** and press **ENTER** before entering the Backup command. It will take about twice as long to backup a disk.

Formatting and Backing Up Disks (continued)

5. To make sure the Backup was successful, type **D I R** and press **ENTER**. You should see:

DOS	BAS	0	B	2
DOS	BIN	2	B	2
SCRIP	BIN	2	B	6
SAMPLE	TXT	3	B	1
OK				

(Later, after you have saved files on the Backup copy, these files will also be listed in the Directory with a TXT or SPL extension. The numbers in the last column on the right may vary.) Label the new disk and its protective sleeve Color SCRIPSIT (and list any additional files you have created). Store the original Color SCRIPSIT disk in its protective sleeve and keep it in a safe place.

Multi-Drive Systems

Making a Backup consists of two processes. These processes are: Format (or prepare) the disk for information storage, and Backup (or copy) all the information from the original disk to the new, formatted disk. Here is the step-by-step Backup procedure:

1. Turn on the TV, computer and disk drives, in that order. The copyright message:

DISK EXTENDED COLOR BASIC v.r.
COPYRIGHT (C) 1981 BY TANDY
UNDER LICENSE FROM MICROSOFT

OK

should appear on your screen. (v. specifies the version and r. specifies the release.) If you do not see this message, press the reset button. If this message still does not appear, turn off the computer. Check your connections and power up again.

2. Open the Drive 0 door by pressing the release switch down. Insert a blank disk in Drive 0 with the notch on top. You will feel the disk click in place. Close the drive door.
3. Next, to format the disk in Drive 0, type: **D S K I N I 0** and press **ENTER**. The Format process will take about 40 seconds. After the disk is formatted, the red light on the drive door will go off and the message OK will appear on the screen.

If you just need a new, formatted disk on which to save files, you are finished at this point. To copy the Color SCRIPSIT program disk, or to copy existing files from a data disk, remove the formatted disk from Drive 0 and insert it in Drive 1. Close the drive door. Insert the Color SCRIPSIT disk in Drive 0 and close the drive door.

4. Type: **B A C K U P 0 T O 1** and press **ENTER**. The Backup process will take about two minutes. As the information from the Color SCRIPSIT disk is being transferred to the newly-formatted disk in Drive 1, the red light on both drive doors will flash on and off. After the Backup is finished, the red lights on both drive doors will go off and the message OK will appear on the screen.

Note: If you want to be absolutely certain that there are no flaws in what the computer is writing, type: **V E R I F Y O N** and press **ENTER** before entering the Backup command. It will take about twice as long to backup a disk.











Formatting and Backing Up Disks (continued)

5. To make sure the Backup was successful, remove the Color SCRIPSIT disk from Drive 0 and place it in its protective sleeve. Keep the original Color SCRIPSIT disk in a safe place. Take the Backup copy out of Drive 1 and insert it in Drive 0. Close the drive door. Type **D I R** and press **ENTER**. You should see:

DOS	BAS	0	B	2
DOS	BIN	2	B	2
SCRIP	BIN	2	B	6
SAMPLE	TXT	3	B	1
OK				

(Later, after you have saved files on the Backup copy, these files will also be listed in the Directory with a TXT or SPL extension. The numbers in the last column on the right may vary.) Label the new disk and its protective sleeve Color SCRIPSIT (and list any additional files you have created).

Key Summary

Key(s)	Function
	Moves cursor left one column. When inserting text, deletes characters as cursor moves left.
	Moves cursor right one column. When inserting text, shifts up characters following cursor (as if you were typing them).
	Moves cursor up one line.
	Moves cursor down one line.
SHIFT 	Moves cursor to start of text.
SHIFT 	Moves cursor to end of text.
SHIFT 	Tab key. Moves cursor right to next tab setting or to end of line. When inserting text, moves cursor right to next tab setting or to end of line, while inserting spaces (decreases memory).
SHIFT 	Back-tab key. Moves cursor left to previous tab setting or to beginning of line. When inserting text, moves cursor left to next tab setting or to start of line (does not effect memory).
SHIFT 	Changes upper/lower case letter mode to upper case only. Press again to go back to using both upper and lower case letters.
BREAK	Stops CLEAR MEMORY, FIND/REPLACE/CHANGE string, HYPHENATION, SAVE, LOAD and PRINT functions.
ENTER	Ends a line or paragraph. Cursor will move to next line.
CLEAR	Deletes character under cursor. Use when finished inserting text (BREAK ). Stops DELETE/MOVE/COPY block functions before marking the end of the block. Deletes block after marking the end of the block.

Key Summary (continued)

SHIFT CLEAR	Deletes word.
BREAK 1	Returns to Main Menu.
BREAK 2	Reverses the colors used to indicate upper and lower case letters. Makes upper-case text easier to read when the graphic display is turned off. Press again to go back to original color scheme.
BREAK 3	Opens up a gap in your text to allow inserting text.
BREAK 4	Prints the line the cursor is on.
BREAK 5	Sets tabs. Press again to delete tabs.
BREAK 6	Changes line alignment.
BREAK 7	Finds and/or changes strings of characters.
BREAK 8	Finds words that can be hyphenated.
BREAK 9	Moves or deletes a block of text.
BREAK 0	For printing headings and/or footers. If used in main body of text, advances printer so that the line containing BREAK 0 is the first line of the next page.
BREAK :	Copies a block of text.
BREAK -	Hidden hyphens.

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